



India

Mr. shaji Varghese

PERSONAL DETAILS

Reference No.	CV-IT-479386-23
Country of Residence	India
Surname	Varghese
Given Name	Shaji
Date of Birth	Wednesday, 18 May 1966
Gender	Male
Marital Status	Married
Religion	Christian

PASSPORT DETAILS

Passport Number	
Nationality	India
Date Of Issue	Tuesday, 05 Sep 2017
Date Of Expiry	Saturday, 04 Sep 2027
Place Of Issue	Trivandrum

PHYSICAL INFORMATION

Height 167cm

Weight 74kg

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Higher Secondary

School/College/University Name St.mary's Residential Pubilc School, Thiruvalla.
CBSE Delhi

Passing Year 1986

PROFESSIONAL QUALIFICATIONS

Institute Name National Industrial train

Course Title Certificate Course in Mechanical Refrigeration and Air-Conditioning

Passing Year 2000

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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English	Well	Well	Well
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Hindi	Well	Well	Well
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EMPLOYMENT HISTORY

Year Of Exprience 13

Background

? Routine check up of all water pumps, fire pumps, boiler room, calorifiers, Fire alarm detector pannels etc. ? Conducting regular preventive maintainance and undertake repair works for the following ; ? Electrical, Plumbing, A/C, Painting and carpentry maintainence, and all other miscelleneous maintenance works. ? Maintaining log books ? Attending guest complaints upon request regarding any types of maintenance in guest rooms. ? Conducting fire panels, smoke and heat dectetors quarterly service. ? Liaising with sub-contractors ? Carrying out reactive, and preventative maintenance for the guest rooms and public areas. ? Doing monthly fire drills in accommodations and hotel. ? Follow up with fire equipments like smoke detectors, fire hose, glass breaker, gas cylinder etc with the outside contractor before expiry. ? Regularly updates the accommodation allocation and room inventory, & inform the vacant bed space to HRM. ? Proper filing of all the accommodation related documents like Tenancy contract, Ejari contract, Maintenance request, Water & Electricity bills, Du bills, Gas connection bills, Trade license, Employee list, Delivery Note, Accommodation Stay over request etc. ? Responsible for the renewal of staff accommodation and HOD's apartment before expiring. ? Preparing the approval of renewal contract form by taking three quotation. Follow up with the accounts for the payment cheques and submitted to the landlord office before expiring. ? Updating all the apartment list for the next renewal and a reminder has been sent by email. ? While renting a new apartment ensure that the apartment is well painted, all maintenance work done, window curtain, furniture, kitchen equipments etc as per FF&E, and make sure that all the keys are collected from the building. And if anybody vacating the apartment pay all the dues, disconnect the DEWA and return all the keys, then ask for the deposit money. ? Follow up with municipality if any housing fee needs to endorse. ? Responsible for incidents in the accommodation and reports to Human Resources Manager. ? Proficiency in problem solving and related issues. ? Picking and dropping employee to the airport. ? Coordinating with the contracting company like security, Transportation, maintenance, pest control, outside supplier concerning all issues. ? Coordinating with the Cleaning Company to maintain the hygiene standards in order to provide our employee a healthy environment. ? Following up with the purchasing department on pending items related to the staff accommodation. ? Responsible for arranging rooms for new staff as per hotel standards. ? Preparing inventory list for all rooms and stores in accommodation. ? Conducting monthly activities for

Latest Company	Centro Barsha Rotana Hotel, Dubai
Telephone No	+971 4 704 0000
Address	Al Barsha - Al Barsha -1 Dubai, UAE
Date Of Join	2009-12-20
Last date at Job	2018-07-31

EXPERIENCE CERTIFICATIONS

Certifications

Colleague Accommodation Supervisor

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.